

ADMINISTRATIVE - INTERNAL USE ONLY

15 December 1988

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MEMORANDUM FOR:

VIA:

Chief, Architecture and Technology Planning Staff

FROM:

Edward J. Maloney
Director of Information Technology

SUBJECT:

Cancellation of Scheduled Leave Due to Exigency
of Public Business

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REFERENCE:

1. This is to advise you that the annual leave you have scheduled for the period 19 December through 22 December and 27 December through 30 December has been cancelled due to exigency of public business.

2. As a member of the Architecture and Technology Planning Staff you are aware of the time critical necessity of developing an Information Systems Architecture for the Agency for presentation to the Information Systems Board on 3 March 1989. Due to the impending deadline and the critical importance of your skills and knowledge of the subject, it is imperative that you forfeit your scheduled leave in order to ensure the successful development of this architecture.

3. I regret the inconvenience, especially during the forthcoming Holiday Season, and wish to convey a deep sense of appreciation for your dedication and cooperation.

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Edward J. Maloney

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